MICHIGAN DEPARTMENT OF EDUCATION
PUPIL TRANSPORTATION ADVISORY COMMITTEE
Thursday, March 6, 2007 (Please Note Meeting Date)
9:00 a.m. – 12:00 Noon
Upper Parking Conf. Rm. 2, John A. Hannah Building

PUPIL TRANSPORTATION ADVISORY SUBCOMMITTEE MEETINGS
9:00 – 10:15 a.m.

(Per committee chairs recommendation, committees will meet as one.)
- Curriculum and Training – Hannah Building - UP Conf. Rm. 2
- Management and Best Practices – Hannah Building - UP Conf. Rm. 2
- State and National Issues – Hannah Building - UP Conf. Rm. 2

PUPIL TRANSPORTATION ADVISORY COMMITTEE REGULAR MEETING
10:30 - 12:00 NOON – Hannah Building - UP Rm. 2

I.   CALL TO ORDER

The meeting was called to order at <u>10:33 a.m.</u> by Mary Ann Chartrand

II.   ROLL CALL AND RECOGNITION OF GUESTS

☒   Michigan Department of Education: *Mary Ann Chartrand, Louis Burgess, Ken Micklash, Trina Boyle-Holmes, Lisa Hansknecht*

☒   Michigan State Police: *Sgt. Sharron VanCampen (Primary)*

☐   Michigan Department of Transportation: *Jean Ruestman (Primary)*

☒   Michigan Department of State: *Carol Reagan*

☐   Michigan Assn for Pupil Transportation: *Mathhew Hess*

☐   Michigan Assn for School Business Officials: *Matthew Losch (Primary)*

☒   Michigan Assn of School Administrators: *Mark Belaing*

☒   Michigan Education Association: *Art Przybylowicz (Primary)*

☐   Michigan Assn of School Boards

☒   Training Agency Association of Michigan: *Vince Weiler (Primary) Steve Osborne (Alternate)*

☐   Michigan Head Start Association

☐   Michigan PTSA: *Donna Oser*

☐   Middle Cities Education Association: *Eddie Williams (Representative)*

☐   Michigan Association of Inter. School Administrators: *Kim Hooper (Primary)*

☒   Michigan Association of Non Public Schools: *Brian Broderick*

☒   Representative of Northern Michigan Directors: *William Coaster(Primary)*

☒   Representative of Rural Directors: *Kevin Doty (Primary)*

☐   Representative of Urban Directors: *Carl Ingram, Jr. (Alternate)*

☒   Representative of Suburban Directors: *John Roeck (Primary)*

☒   Representative of Special Ed. Trans. Directors: *Jeannette Wesolowski (Primary)*

☒   Dean Transportation: *Kellie Dean (Primary) Brian Thrasher, Troy Scott*

III. APPROVAL OF October 25, 2007 MEETING MINUTES

Move that the minutes be approved. Supported. Passed

IV. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA

Moved to approve the agenda as presented. Supported. Passed

V. OPENING COMMENTS/ANNOUNCEMENTS
A. MDE Initiated – (45 minutes)
1. Bus Driver Medical Examination Revision - (Update)

Ken Micklash reviewed the proposed revision to the medical examination legislation. Art Przybylowicz raised an issue regarding corrdination of the proposed language with USDOT and MDOT. Lisa Hansknecht will be certain to do that. Other members provided positive support for the revisions.

2. Section 51 Minor Revisions - (Information)

Members supported the concept and pointed out additional language that perhaps is now outdated. Lisa said that Legislative Services would make needed changes.

3. Section 74 Compliance Review - (Update)

Ken reported the progress he has made on conducting reviews at training agencies. He has completed five agencies. The most frequent area of non-compliance was with a lack of supervisor training cards.

4. Safe Routes to School - (Information Presentation)

Trina Boyle-Holmes provided the group with an overview of how the Safe Routes to School Program works. Members asked Trina if the Walk-To-School Day could be held at a time other than during bus rider count day. After further discussion, it was suggested that Ken research the possibility of moving the rider count week to the same week as the membership count day. Ken will follow up on this.

Attachment 1 – Steps to Creating a Safe Routes to School Program

5. Prerequisite School Bus Driver Training - (Information)

Ken reported on a request MDE received from a private company to offer prerequisite school bus driver training. MDE has given the company approval.

6. National Highway Traffic Safety Administration Position Regarding Bus Safety Revisions – (Discussion)

   Ken provided information on proposed revisions.

7. Michigan Department of Transportation January 30th Presentation – (Information)

   Ken reported on the presentation he gave at MDOT.

   B. Other – No further reports.

VI. PRELIMINARY RECOMMENDATIONS PRESENTED TO PTAC
   A. Curriculum and Training (Bill Coaster, Chair) – (No items)

   B. Management and Best Practices - (Dale Goby, Chair) (No items)

   C. State and National Issues (Kim Hooper, Chair) (5 minutes)

   National Congress on School Transportation (NCST) – (Update) The committee feels that five of the seven people going to the NCST should have previous experience attending the conference. The delegation needs to begin meeting soon. Ken has already submitted to NCST that he is interested in serving on the three writing committees. Mary Ann reported that out-of-state travel will probably not be possible for Ken unless we have some source of "third party" or non-MDE funds to pay for the trips.

VII. FINAL RECOMMENDATIONS FOR PTAC TO CONSIDER
   A. Curriculum and Training (Vince Weiler) – (10 minutes)
      1. Continuing Education Curriculum

      Vince gave an overview of the new curriculum.

      Moved to approve. Support.

      Discussion: Carol Reagan from the Secretary of State brought a copy of the roundabout section from "What Every Driver Must Know" that could be helpful in training.

      Passed.

Attachment 2 - What Every Driver Should Know pages 89 and 90

B. Management and Best Practices- (Dale Goby) – (5 minutes)
   1. Global Positioning System (GPS) Best Practice

   Ken reviewed the Global Positioning System Best Practices statement that is being proposed by the subcommittee. Questions regarding the language were fielded. The committee will rework the document and return it next time.

   Attachment 3 – Draft GPS Equipment per Best Practices

C. State and National Issues - No items

VIII. ASSIGNMENTS FOR SUBCOMMITTEE WORK
   A. MDE Initiated
      1. To Curriculum and Training – (5 minutes)
      Plan for updating the remaining sections of the Beginning School Bus Driver Curriculum.

      The committee will report back next time.

      2. To Management and Best Practices – No items
      Consolidation of services study – future direction

      The committee will look at the results of this study and report back at the next meeting.

      3. To State and National Issues – (5 minutes)
      Determine direction for the writing committees of NCST

      Work of this committee will continue.

      4. Committee Structure and Chairs – (10 minutes)
      Determine process for revision or change

      Ken will continue to pursue discussion of this topic.

   B. PTAC Initiated

      1. To Curriculum and Training – (No items)

      2. To Management and Best Practices – (No items)

      3. To State and National Issues – (No items)
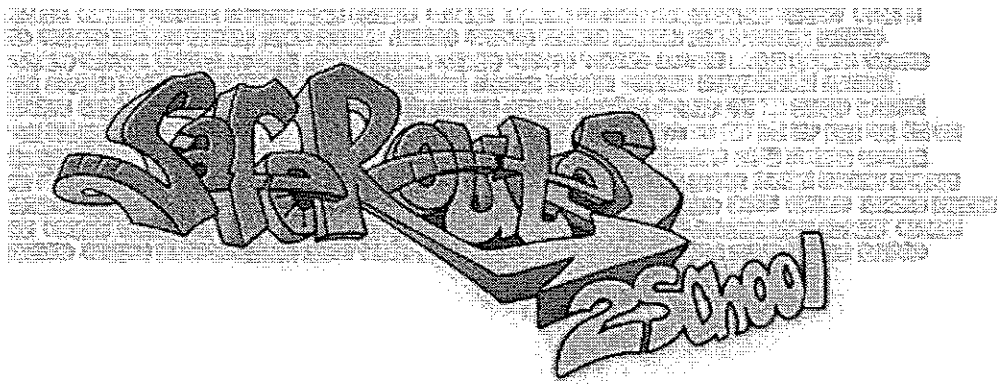
IX. OTHER ISSUES

A House Bill regarding bus stops near the residence of sex offenders was discussed. MDE will get a copy out to PTAC members.

The next meeting has been moved to June 12th.

ADJOURNMENT

Meeting adjourned at 12:11 p.m.

UPCOMING PTAC MEETING:
June 12, 2008

Steps to Creating a Safe Routes to School Program

The **purposes** of Safe Routes to School programs are:

- To enable and encourage children, including those with disabilities, to walk and bicycle to school;
- To make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age;
- To facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption and air pollution in the vicinity of elementary schools.

1. Bring together the right people

Identify people who want to make walking and bicycling to school safe and appealing for children. Sharing concerns, interests and knowledge among a variety of community members with diverse expertise can enable groups to tackle many different issues.

Potential Coalition Members		
Different communities will find different organizations and individuals ready to be involved. This list is not exhaustive, but is intended to provide ideas for the creation of a well-rounded group that represents a wide range of interests and expertise that are related to SRTS.		
School:	**Community:**	**Local Government:**
• Principal and other administrators. • Parents and students. • Teachers. • PTA/PTO representative. • School nurse. • School district transportation director. • School improvement team. • School crossing guards.	• Community members. • Neighborhood or community association members. • Local businesses. • Local pedestrian, bicycle and safety advocates.	• Mayor's office or council member. • Transportation or traffic engineer. • Local planner. • Public health professional. • Public works representative. • Law enforcement officer. • State or local pedestrian and bicycle coordinator.

2. Gather information and identify issues

Collecting information can help to:
- Identify needed program elements.
- Provide a means to measure the impact of the program later.

First, look at walking and bicycling conditions for students. This can be done by observing or mapping the routes that lead to school. Collecting traffic counts and speed and injury data can help identify driver-related safety issues. Walking around the school as a group to observe arrival or dismissal time can be one of the best ways to reach a collective understanding of the issues and potential solutions. Finding out about existing policies that may make it easier or more difficult to walk or bicycle to school can also be useful. For example, a school may not allow children to bicycle to school. Understanding and addressing underlying issues for a policy may be addressed by the SRTS plan.

Second, determine how many children currently walk or bicycle to school. The school may already know this. Parent surveys can also be used to understand parents' attitudes towards walking or bicycling to school and identify barriers to walking and bicycling that need to be addressed.

roadway is prohibited, even if the shoulder is paved or a bike lane is present

Passing Parked Vehicles

When driving past parked vehicles, watch for vehicles that may pull out in front of you. Look for clues, such as a person in the driver's seat, exhaust coming from a tailpipe, illuminated brake lights, a flashing turn signal, illuminated backup lights, or at parallel parking areas, a vehicle's front wheels turning out. Watch for a vehicle door being opened in front of you. Also, watch for pedestrians or bicyclists trying to cross the road between parked vehicles

Passing Vehicles in Slow-Moving Traffic Lanes

In some areas with a long or steep grade, a slow-moving traffic lane may be provided to allow vehicles that are unable to maintain the speed limit to travel without blocking traffic.
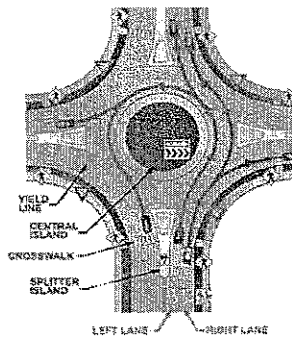
These slower-moving vehicles should move into the designated traffic lane, allowing other vehicles to pass them in the second lane.

Roundabouts and Traffic Circles

A traffic circle and a roundabout both work on the same principle – they employ a circular flow of traffic to guide motorists through an intersection of two or more streets.

A traffic circle is characterized by a large central island, which encourages lane weaving, tangential entry points and the fact that vehicles within the circle must yield to entering motorists, all of which can impede the flow of traffic and increase the likelihood of crashes.

While traffic circles have been used on U.S. roadways for decades, improvements in traffic engineering have resulted in a safer and more

Courtesy of the Minnesota Department of Transportation

efficient system – the modern roundabout. A roundabout is a circular intersection in which entering traffic yields to motorists traveling counterclockwise around a small central island

DRAFT

Pupil Transportation Advisory Committee

Management and Best Practices

Introduction:
GPS (Global Positioning Systems) systems offer many benefits in assisting school transportation operations achieve their mission. A variety of systems exist with varying capabilities. These systems offer not only positioning information in nearly real time and/or delayed time, but also vehicle position history, travel route, with speed and time, student identification, emergency alert, and automated accident notification. Recognizing that many systems are available that provide this information, and further, that this information is valuable in efficiently managing the school bus fleet, and further, that standardization of minimum information across the State of Michigan would be beneficial to school districts, the committee recommends the Pupil Transportation Advisory Committee recommends the Department of Education adopt the following as a recommended best practice for GPS equipment purchasing guidelines.

GPS Equipment Purchase Best Practices

Recognizing that GPS (Global Positioning Systems) equipped school buses offer improved security for students as well as other valuable bus fleet service and management efficiency information, the Department of Education recommends that school districts that choose to purchase GPS equipment for their fleets, ~~that~~ purchase equipment with the following capabilities:

- Automatic Vehicle Location (AVL)
- Near Real time track and locate
- Vehicle position history
- Travel route history
- Integration with the routing software
- Vehicle speed and time
- Student rider identification
- Emergency notification (driver activated)
- Automated accident notification